

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92) FMC

3-26-97-265

4/14/97
\$30022

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 254	(6) SCHEDULE DATE 11/12/96	(7) NUMBER OF PAGES 13	(8) CUBIC FEET (Total Schedule) 429
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) 151	(10) APPROVAL NUMBER(S) 88-99	(11) APPROVAL DATE(S) 2-24-88	(12) PAGE NUMBER(S) REVISED 10

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
C. Cliff Sharp Clifford A. Sharpe (14) TITLE
P.E., Chief (15) DATE SIGNED
3/11/97

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST
Joan M. Hironaka (17) TITLE
Chief, Records Management
(18) NAME (Printed or Typed)
Joan M. Hironaka (19) TELEPHONE
323-4230 (20) DATE SIGNED
4/4/97

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

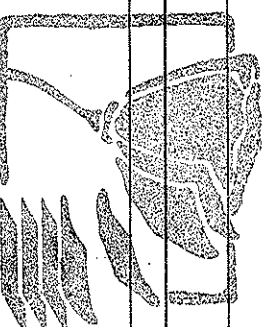
(21) SIGNATURE--OIS CONSULTANT
Kamrona M. Hutteny (22) APPROVAL NUMBER
97-092
(23) TITLE
Records Management Consultant (24) DATE SIGNED
4/14/97

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

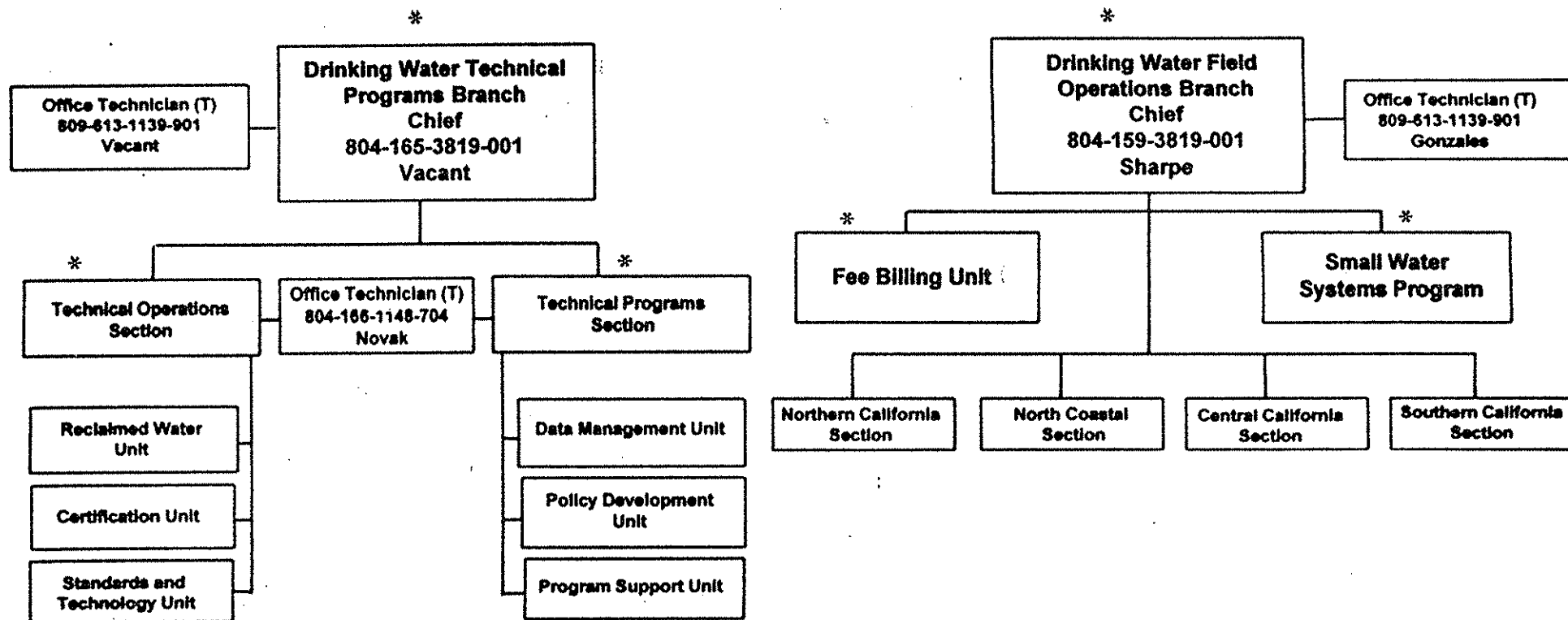


CALIFORNIA
STATE ARCHIVES

(27) SIGNATURE--CHIEF OF ARCHIVES
John J. Brown (28) DATE SIGNED
APR 23 1997

DRINKING WATER PROGRAM

Drinking Water Technical Programs Branch and Drinking Water Field Operations Branch

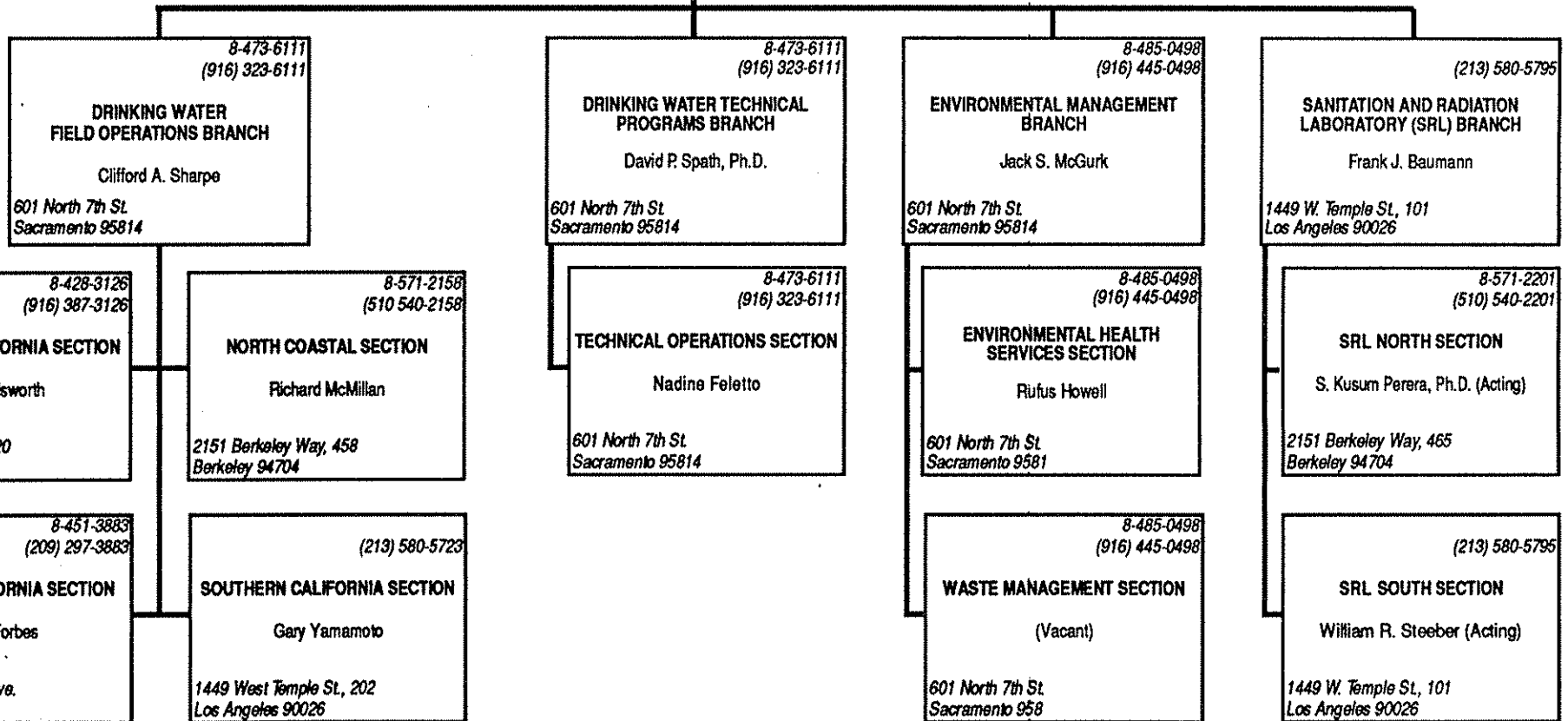


* Indicates those offices included in this
Records Retention Schedule #254

David P. Spath, Ph.D., P.E., Chief
Division of Drinking Water and Environmental Management

CALIFORNIA DEPARTMENT OF HEALTH SERVICES
PREVENTION SERVICES PROGRAM
DIVISION OF DRINKING WATER AND ENVIRONMENTAL MANAGEMENT

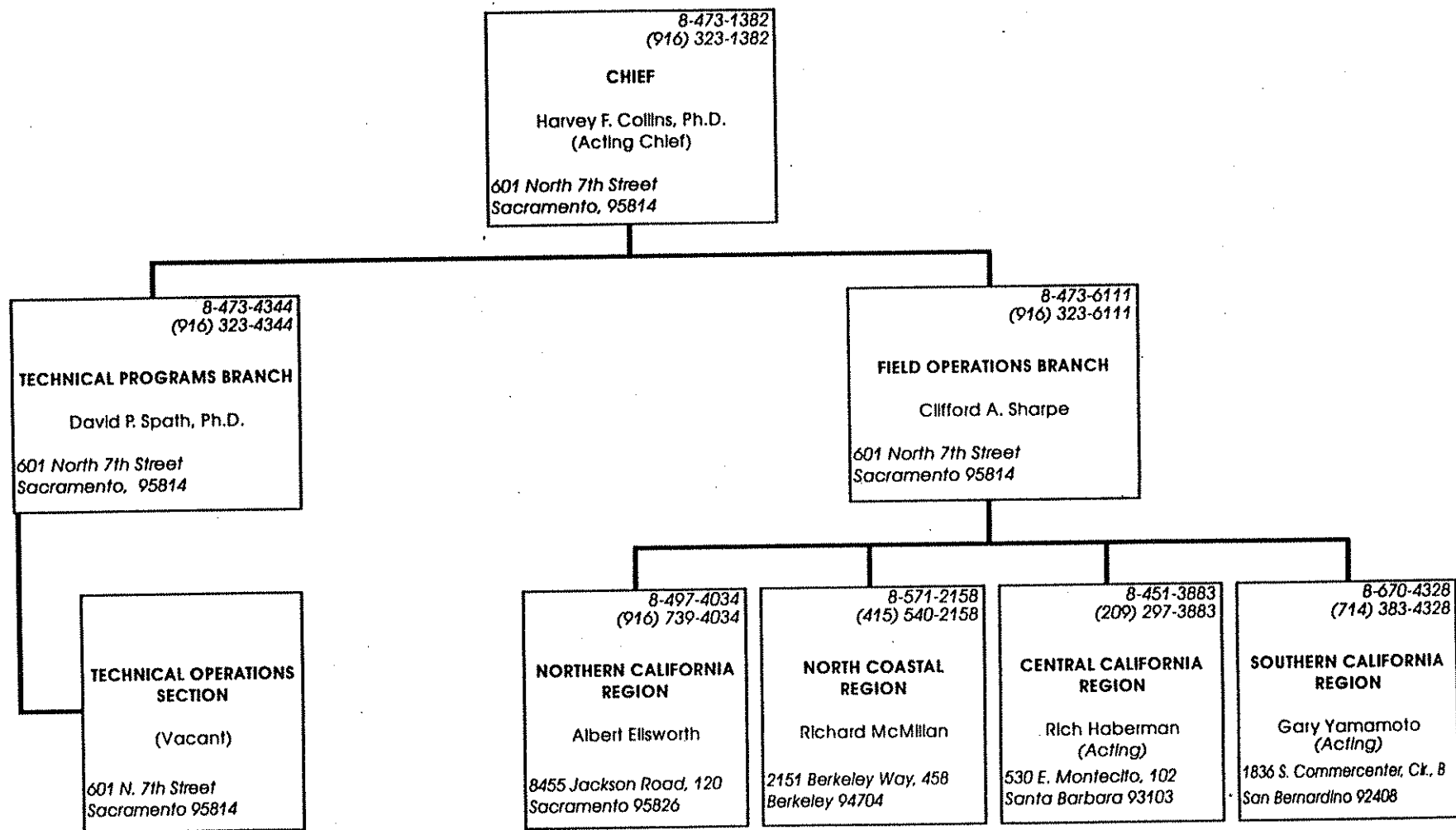
8-492-2308 (916) 322-2308
CHIEF Harvey F. Collins, Ph.D.
ASSISTANT CHIEF (Vacant)
601 North 7th St Sacramento 95814



George W. Rutherford
George W. Rutherford, M.D.
Deputy Director
Prevention Services

Harvey F. Collins
Harvey F. Collins, Ph.D., Chief
Division of Drinking Water and Environmental Management

CALIFORNIA DEPARTMENT OF HEALTH SERVICES
PREVENTION SERVICES PROGRAM
OFFICE OF DRINKING WATER



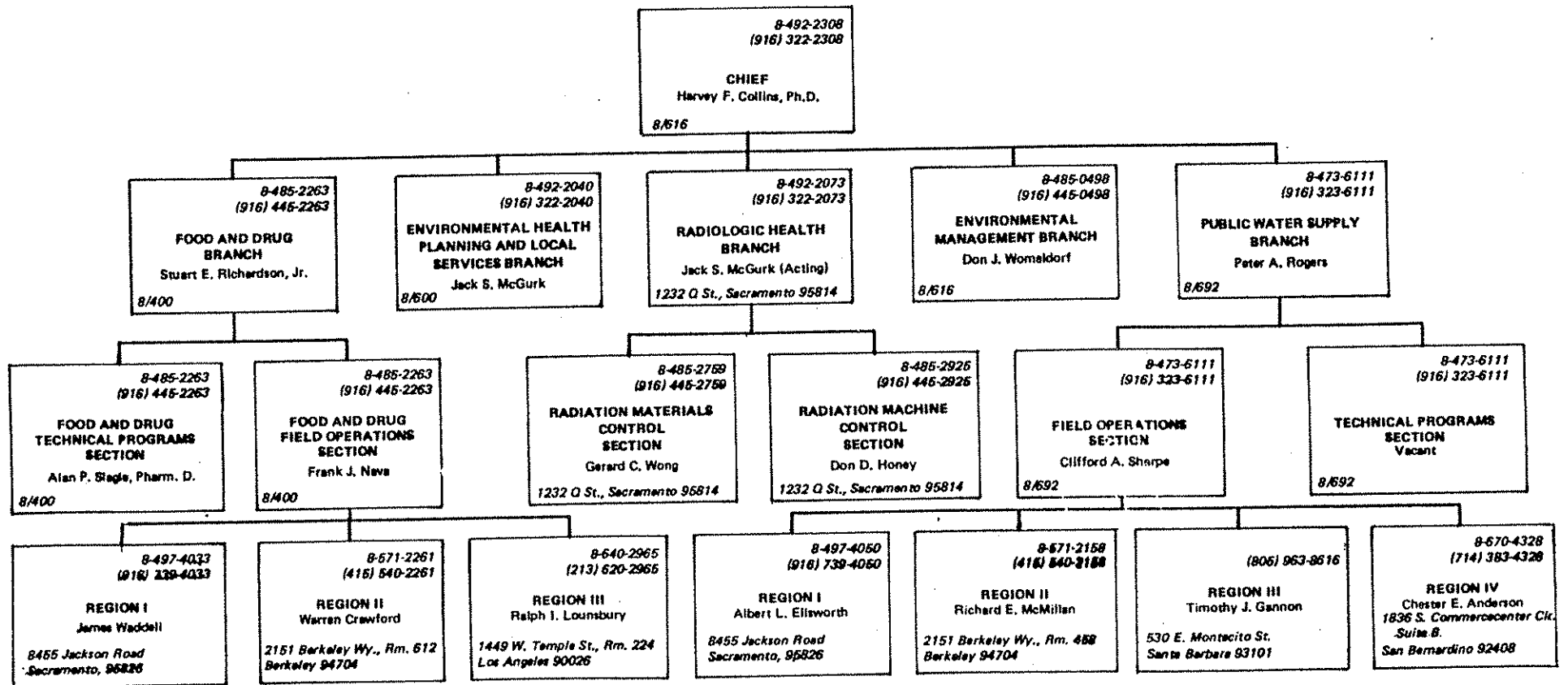
George W. Rutherford

George W. Rutherford, M.D.
Deputy Director
Prevention Services Program

Harvey F. Collins

Harvey F. Collins, Ph.D.
(Acting Chief)
Office of Drinking Water

**CALIFORNIA DEPARTMENT OF HEALTH SERVICES
ENVIRONMENTAL HEALTH DIVISION**



Alexander Kelter, M.D.
Alexander Kelter, M.D.
Acting Deputy Director
Public Health

Harvey F. Collins
Harvey F. Collins (Ph.D.)

November 1987

This April 1988 update is to provide current Department staff, address, and telephone changes.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Service		SCHEDULE NUMBER (2) 254	11/12/96
ORGANIZATIONAL UNIT Drinking Water Program GS # 83082		PAGE 1	OF 13 PAGES (4)
ADDRESS (Number Street City) 601 North 7th Street, MS 92, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-092	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<p>The Public Water Supply Branch (Retention Schedule 151) was reorganized to the Office of Drinking Water in 1990. In 1993, there was another reorganization in which the Office of Drinking Water became the Drinking Water Field Operations Branch and the Drinking Water Technical Programs Branch within the Division of Drinking Water and Environmental Management.</p> <p>This Schedule is for the <u>Drinking Water Technical Programs Branch</u> and the headquarters section of the Drinking Water Field Operations Branch (DWFOB). There are four sections within the DWFOB broken down by region, Northern California, North Coastal Section, Central California, and South Coastal. A separate Records Retention Schedule will be submitted by each region. Therefore, the DWP will have a total of five Record Retention Schedules on File.</p> <p>MISSION STATEMENT</p> <p>The Department of Health Services has direct responsibility for assuring that public water supply systems provide safe water to California residents. Through local health agencies the Department regulates the quality of water delivered by thousands of smaller water systems throughout the State. The principle objective of Drinking Water Program (DWP) is to ensure that domestic water supplies meet standards of quality, safety and reliability as set by the United States Environmental Protection Agency and Federal laws.</p> <p>The Water Treatment Operator Certification Program (WTOC) examines and certifies individuals to operate public water treatment plants in California. The Program maintains certification files for approximately 10,000 certified operators and materials related to the evaluation of applicants for certification.</p> <p>The Water Treatment Device Certification (WTD) Program evaluates and certifies water treatment devices for sale in California. This Program maintains certification files for approximately 250 certified models and materials related to the evaluation of applicants for certification.</p> <p>The Drinking Water Additives (DWA) Program provides technical assistance to public water systems regarding chemicals and materials that have been authorized for use by public water systems in the treatment and distribution of drinking water.</p> <p>The Emergency Clean Water Grant (ECWG) Fund administers a public works program which provides grants and loans to public water systems in need of financial assistance to make improvements to the water system so that it can provide a safe and continuous supply of drinking water.</p> <p>This Records Retention Schedule does not contain any Vital Records.</p>								

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

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DEPARTMENT (1)	Health Service	SCHEDULE NUMBER (2)	254	11/12/96
ORGANIZATIONAL UNIT	Drinking Water Program GS # 83082	PAGE	2	OF 13 PAGES (4)
ADDRESS (Number Street City)	601 North 7th Street, MS 92, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-092		

ITEM NUMBER <i>(Triple space between items)</i> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between items)</i> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>ADMINISTRATIVE RECORDS</u>											
1.	3.0		AFFIRMATIVE ACTION VACANCY REPORT	P		CURRENT			CURRENT		BECOMES NON-CURRENT WHEN SUPERSEDED, REVISED OR RESCENDED.
2.	↓		REQUEST FOR PERSONNEL ACTION FOLDERS/RECORDS	P		ACTIVE			ACTIVE		BECOMES NON-ACTIVE WHEN EMPLOYEE IS HIRED.
3.	10.0		AUDIT DOCUMENTS	P		7YRS			7YRS		
4.	↓		EMPLOYEE RECORDS	P		ACTIVE			ACTIVE	XI	BECOMES NON-ACTIVE WHEN EMPLOYEE TRANSFERS OR TERMINATES. PRA 6254; IPA 1798.40 CONFIDENTIAL DESTRUCTION (CD)
5.	5.0		RECORDS - CHANGE IN Established Positions (607'S)	P		CURRENT			CURRENT		BECOMES NON-CURRENT WHEN SUPERSEDED.
6.	↓		ATTENDANCE	P		2			2	XI	PRA 6254; IPA 1798.40, CD.

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STD. 73 (REV. 5-92)

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DEPARTMENT (1)

Health Service

SCHEDULE NUMBER (2)

254

11/12/96

ORGANIZATIONAL UNIT

Drinking Water Program GS # 83082

PAGE

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OF

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PAGES (4)

ADDRESS (Number

Street

City)

601 North 7th Street, MS 92, Sacramento

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

97-092

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
7.		Hold / Notify Archives	DUTY STATEMENTS/ SPEC SHEETS	P		CURRENT			CURRENT		BECOMES NON-CURRENT WHEN SUPERSEDED.
8.		Hold / Notify Archives	ORG. CHARTS	P		CURRENT			CURRENT		BECOMES NON-CURRENT WHEN SUPERSEDED.
9.	9.0		PROCEDURE MANUALS	P		CURRENT			CURRENT		BECOMES NON-CURRENT WHEN SUPERSEDED.
10.	9.0	Hold / Notify Archives	CHRON	P	2				2		
11.			REORG PROPOSALS, ADVERSE ACTION AND CLASSIFICATION STUDIES CONFIDENTIAL	P	2				2	XI	PRA 6254; IPA 1798.40 CD
12.			BUDGETS	P	3				3		
13.			TRAINING	P	2				2		
14.		Hold / Notify Archives	MONTHLY ACTIVITY REPORTS	P	2				2		

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RECORDS RETENTION SCHEDULE

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See instructions on reverse
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DEPARTMENT (1) Health Service		SCHEDULE NUMBER (2) 254	11/12/96
ORGANIZATIONAL UNIT Drinking Water Program GS # 83082		PAGE 4	OF 13 PAGES (4)
ADDRESS (Number Street City) 601 North 7th Street, MS 92, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-092	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
15.			CCUs (CONTROL CORRESPONDENCE DOCs)	P	2				2		
16.			TRAVEL	P	2				2		
17.		Hold / Noisy Archives	EARTHQUAKE/DISASTERS	P	5				5		
18.	38.0	Hold / Noisy Archives	GENERAL INFO	P	3				3		
19.	6.0	Hold / Noisy Archives	PROJECT REPORTS	P	3				3		
20.			TECHNICAL LITERATURE	P	CURRENT				CURRENT		BECOMES NON-CURRENT WHEN SUPERSEDED.
			<u>LEGAL</u>								
21.			FEDERAL GRANTS	P	5				5		
22.			CONTRACTS	P	2				2		

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DEPARTMENT (1)	Health Service	SCHEDULE NUMBER (2)	254	11/12/96
ORGANIZATIONAL UNIT	Drinking Water Program GS # 83082	PAGE	5	OF 13
ADDRESS (Number Street City)	601 North 7th Street, MS 92, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	97-092	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
23.	10.0		CITATIONS	P		1			1		
24.		Hold / Notify Archives	BILL ANALYSES/BILLS	P		3			3		
25.	8.0		FEDERAL REGISTERS	P		CURRENT			CURRENT		BECOMES NON-CURRENT WHEN SUPERSEDED.
26.			REGULATIONS	P		CURRENT			CURRENT		BECOMES NON-CURRENT WHEN SUPERSEDED.
27.		Hold / Notify Archives	LITIGATION	P		ACTIVE +1		1	ACTIVE +2		BECOMES NON-ACTIVE WHEN JUDGEMENT IS REVERSED. RETAINED UNTIL NO LONGER CAN APPEAL.
28.			FEDERAL LEGISLATION	P		ACTIVE +2			ACTIVE +2		BECOMES NON-ACTIVE WHEN STATE ADOPTS CONFORMING REGULATION.
29.		Hold / Notify Archives	STATE LEGISLATION	P		CURRENT +2			CURRENT +2	XI	BECOMES NON-CURRENT WHEN REVISED PRA 6254. (CONTAINS CORRESPONDENCE TO OR FROM THE GOVERNOR).CD IPA 1798.40

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ORGANIZATIONAL UNIT	Drinking Water Program GS # 83082	PAGE	6	OF 13 PAGES (4)
ADDRESS (Number Street City)	601 North 7th Street, MS 92, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	97.092	

ITEM NUMBER (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
30.	1.0		STATE MANDATED CLAIMS	P		ACTIVE +1		1	ACTIVE +2	XI	BECOMES NON-ACTIVE WHEN LEGISLATURE ADOPTS AND GOVERNOR SIGNS APPROPRIATION PRA 6254; IPA 1798.40 CD
			<u>RECORDS MANAGEMENT</u>								
31.	1.0		RECORDS DESTRUCTION	P		CURRENT			CURRENT		RETAIN TWO YEARS FROM THE DATE AUTHORIZED, THEN TWO MORE YEARS OR UNTIL AUDITED OR WHICHEVER OCCURS FIRST.
32.			RECORDS RETENTION SCHEDULE	P		CURRENT			CURRENT		CURRENT UNTIL REVISED, SUPERSEDED, OR RESCINDED.
			<u>PROGRAM RECORDS</u>								
33.	15.0	Hold / Notify Archives	CHIEF, TECHNICAL PROGRAMS BRANCH DAILY CORRESPONDENCE	P	2				2		
34.	10.0	Hold / Notify Archives	CHIEF, FIELD OPERATIONS BRANCH DAILY CORRESPONDENCE (CHRON)	P	2				2		

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DEPARTMENT (1) Health Service		SCHEDULE NUMBER (2) 254	E 11/12/96
ORGANIZATIONAL UNIT Drinking Water Program GS # 83082		PAGE 7	OF 13 PAGES (4)
ADDRESS (Number Street City) 601 North 7th Street, MS 92, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-032	

ITEM NUMBER (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
35.	10.0	Read / Notify Archives	CHIEF, TECHNICAL PROGRAM SECTION DAILY CORRESPONDENCE (CHRON)	P		2			2		
36.	6.0		PURCHASE REQUESTS	P		ACTIVE +1			ACTIVE +1		BECOMES NON-ACTIVE AFTER REQUEST ARE RECEIVED
37.			CALSTARTS REPORTS	P		CURRENT +1			CURRENT +1		BECOMES NON-CURRENT AFTER END OF FISCAL YEAR.
38.	60.0		INVOICES AND PAYMENT SCHEDULES - SAFE DRINKING WATER ACCOUNT (SDWA)	M		ACTIVE +7			ACTIVE +7		ESTABLISHED BY AB 2995, 5,000 + PUBLIC WATER SYSTEMS ARE BILLED BIANNUALLY FOR ACTUAL COSTS INCURRED BY THE STATE OF CALIF. TO ADMINISTER THESE WATER SYSTEMS. BECOMES NON- ACTIVE AFTER 7 YEARS.
			<u>SMALL WATER PROGRAM RECORDS</u>								
			<u>TIME ACCOUNTING</u>								
39.	4.0		EDT RECORDS	M		5		2	7		PAPER; 3.5" DSHD DISKETTES

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RECORDS RETENTION SCHEDULE

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ORGANIZATIONAL UNIT Drinking Water Program GS # 83082		PAGE 8	OF 13 PAGES (4)
ADDRESS (Number Street City) 601 North 7th Street, MS 92, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-092	

ITEM NUMBER (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
40.	↓		REPORTS (ELECTRONIC)	M		5		2	7		5.5" FLOPPY DISK, 250MB DATA CARTRIDGES.
41.	✓		DOCUMENTATION (INPUT SHEETS)	P		2			2		
			<u>PUBLIC WATER SYSTEM INVENTORY RECORDS</u>								
42.	2.0		DOCUMENTATION	P		2			2		40 CODE OF FEDERAL REGULATIONS PART 141
43.	↓		REPORTS	P		2		8	10		40 CODE OF FEDERAL REGULATIONS PART 141
			<u>LOCAL PRIMACY AGENCY DATA RECORDS</u>								
44.	3.0		ELECTRONIC MEDIA	M		2			2		3.5" DSHD DISKETTES, 90MB
45.	↓		PAPER DATA ENTRY RECORD	M		2			2		FLOPPY DISK 250MB DATA CARTRIDGES

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ORGANIZATIONAL UNIT	Drinking Water Program GS # 83082	PAGE	9	OF 13 PAGES (4)
ADDRESS (Number Street City)	601 North 7th Street, MS 92, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	97-092	

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
46.	16.0		REPORTS/PRINTOUTS	P		2		23	25		40 CODE OF FEDERAL REGULATIONS PART 141
			<u>BILLING DATA SYSTEM</u>								
47.	4.0		ELECTRONIC MEDIA	M		7			7		3.5" DSHD DISKETTES, 5 1/4" 90MB FLOPPY DISK
48.			SYSTEM DOCUMENTATION	P		ACTIVE +1			ACTIVE +1		BECOMES NON-ACTIVE WHEN SYSTEM IS NO LONGER A SYSTEM.
49.			PROCESS TRACKING RECORDS	P		7			7		AB 2295
50.			REPORTS	P		7			7		AB 2295
51.	10.0	Hold / Notify Archives	DRINKING WATER PROGRAM AND SMALL WATER SYSTEM	M		ACTIVE +1			ACTIVE +1		BECOMES NON-ACTIVE WHEN SYSTEM IS NO LONGER A SYSTEM.
52.	18.0	Hold / Notify Archives	CHIEF, MONITORING AND EVALUATION UNIT DAILY CHRONOLOGICAL AND CORRESPONDENCE FILES	P		2			2		CHEMICAL ANALYSIS, STATION LOCATION, CONTRACT FORMS AND LABORATORY FILES.

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DEPARTMENT (1) Health Service		SCHEDULE NUMBER (2) 254	11/12/96
ORGANIZATIONAL UNIT Drinking Water Program GS # 83082		PAGE 10	OF 13 PAGES (4)
ADDRESS (Number Street City) 601 North 7th Street, MS 92, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-092	

ITEM NUMBER <small>(Triple space between items)</small> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between items)</small> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>WATER TREATMENT OPERATOR CERTIFICATION (WTOC) RECORDS</u>								
53.	82.0		OPERATOR CERTIFICATION FILES	P	ACTIVE				ACTIVE		BECOMES NON-ACTIVE WHEN CERTIFICATE IS REVOKED.
54.	2.0		RENEWAL FILES	P	ACTIVE +2				ACTIVE +2		BECOMES NON-ACTIVE AT END OF NEXT RENEWAL CYCLE.
55.	30.0		APPLICATIONS	P	ACTIVE +2				ACTIVE +2		BECOMES NON-ACTIVE 12 MONTHS AFTER NEW REGS TAKE EFFECT.
56.	3.0		EXAMS	P	ACTIVE +6 MO				ACTIVE +6 MO		BECOMES NON-ACTIVE AT END OF NEXT EXAM CYCLE
			<u>WATER TREATMENT DEVICE CERTIFICATION (WTDC) RECORDS</u>								
57.	35.0		DEVICE CERTIFICATION	P	ACTIVE				ACTIVE		BECOMES NON-ACTIVE WHEN CERTIFCATE IS REVOKED
			<u>DRINKING WATER ADDITIVES (DWA) PROGRAM</u>								
58.	7.0	Field / Non- Archives	DRINKING WATER ADDITIVES	P	ACTIVE +2				ACTIVE +2		BECOMES NON-ACTIVE WHEN LISTING IS REVOKED

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ORGANIZATIONAL UNIT Drinking Water Program GS # 83082		PAGE 11	OF 13 PAGES (4)
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>EMERGENCY CLEAN WATER GRANT RECORDS</u>								
59.	6.0		ECWG FUND	P		ACTIVE +2			ACTIVE +2		BECOMES NON-ACTIVE WHEN CONTRACT IS COMPLETED.
			<u>PUBLIC WATER SYSTEM FILES FOR EPA</u>								
60.	6.0		ANALYTICAL RECORDS OTHER THAN MICROBIOLOGICAL CONTAMINANTS	M		12			12		3.5" DSHD DISKETTS 40 CODE OF FEDERAL REGULATIONS PART 141
61.			INVENTORY	M		12			12		40 CODE OF FEDERAL REGULATIONS PART 141
62.			OTHER PER CODE OF FEDERAL REGULATIONS 142.14 (d)	M		12			12		CODE OF FEDERAL REGULATION
63.			WAIVER DETERMINATIONS	M		CURRENT +1			CURRENT +1		BECOMES NON-CURRENT AFTER NEW DETERMINATION
64.			MONITORING REQUIREMENTS	M		CURRENT +1			CURRENT +1		BECOMES NON-CURRENT AFTER NEW REQUIREMENTS.
65.			ASBESTOS REPEAT MONITORING DETERMINATIONS	M		CURRENT +1			CURRENT +1		BECOMES NON-CURRENT AFTER NEW DETERMINATIONS

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Service		SCHEDULE NUMBER (2) 254	11/12/96
ORGANIZATIONAL UNIT Drinking Water Program GS # 83082		PAGE 12	OF 13 PAGES (4)
ADDRESS (Number Street City) 601 North 7th Street, MS 92, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97.092	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
66.	↓		ACRYLAMIDE AND EPICHLOROHYDRIN CERTIFICATION	M		12			12		40 CODE OF FEDERAL REGULATION PART 141
TOTAL 429.0											

*Provide total of office and departmental

**See instructions on reverse
and in SAM 1600**

DEPARTMENT (1) Health Service	SCHEDULE NUMBER (2) 254	11/12/96
ORGANIZATIONAL UNIT Drinking Water Program GS# 83082	PAGE 13	OF 13 PAGES (4)
ADDRESS (Number Street City) 601 North 7th Street, MS92, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-092	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
Summary of changes											
This RRS revises RRS 88-99, dated 2-24-88. Item number changes are as follows:											
88-99	New RRS	88-99	New RRS	88-99	New RRS						
1	33,34,35	21	28	41	34						
2	14	22	29								
3	*	23	30								
4	33,34,35	24	8								
5	10	25	**								
6	10	26	1								
7	15	27	6								
8	*	28	7								
9	36	29	4								
10	36	30	10								
11	12,37	31	13								
12	*	32	16								
13	21	33	9								
14	24	34	9								
15	*	35	**								
16	*	36	**								
17	*	37	31								
18	28	38	32								
19	29	39	34								
20	26,27	40	34								
* Indicates items no longer required.											
** Indicates items no longer required which will be shipped to State Archives.											